

**Health and Education Office (HEO) Intern
Position Description
USAID/Nepal**

BASIC FUNCTION OF POSITION

The overall objective of the internship is for the incumbent to gain an understanding of the public health profession and health development issues from a donor perspective, and to prepare him or her for employment or further education in the field of public health. This position will be based at the Health and Education Office (HEO) within the Mission. The incumbent reports directly to the HEO Mentor for matters relating to the internship program.

MAJOR DUTIES AND RESPONSIBILITIES

1. 20 % Time: Receive computer related trainings and skills on key components.
 - Introduction to Computers;
 - Files and Folders;
 - Storage Medias and Transferring Documents;
 - Operating Systems – Microsoft Windows;
 - Office Packages – Word Processing, Spreadsheet, Database, Presentations, E-Mails;
 - Basic Network concept;
 - Basic Internet Concept; and
 - Basic Computer Security Information.
2. 50 % Time: Work with Health and Education Sub-Teams on specific tasks and projects: HIV/AIDS/family planning team; Education team; Environmental Health; Logistics/Supply Chain team; and Maternal, Neonatal, and Child Health teams.
 - Participate in HEO staff meetings;
 - Participate in sub-team technical meetings, as appropriate;
 - Complete technical tasks that have been assigned by sub-teams;
 - Obtain an understanding of HEO core programs;
 - Perform “mini” technical reviews for HEO team.
3. 20% time: Office Management Assistance
 - Assist with note-taking, typing minutes, updating regular team meeting check lists and briefing of pertinent meetings and events;
 - Assist office management in coordination with Office Support Staff;
 - Initiate drafts for official letters;
 - Upgrade and maintain the library on an ongoing basis;
 - Distribute publications, books, reports and documents received within HEO.

4. 10 % Time: Field visits to USAID's contractor and grantee project sites to develop an understanding of:

- The HIV/AIDS Program - VCT/STI and ARV sites, "hot zones" and the need for condom promotion in these areas, Community Home Based Care (CHBC);
- The basics of social marketing;
- The family planning/reproductive health/maternal, newborn and child health/nutrition program and its many sub-components;
- The national sanitation movement tools and drinking water supply functionality;
- Hygiene improvement behavior change communication;
- Early Grade Reading and approaches to improving the quality of primary education;
- The outreach and follow-up programs in physical disability rehabilitation.

QUALIFICATIONS REQUIRED

- Bachelor's level studies in public health or clinical health is required.
- Basic computer skills
- Must be able to work in English (speaking, reading and writing)

POSITION ELEMENTS

Supervision received: The position will report directly to a HEO Mentor with additional supervision by all Team Members. The mentorship will rotate proportionately between the sub-teams with a formal handover at HEO Office meeting. The intern carries out the above described responsibilities following a pre-approved work plan

Performance Period and hours of duty

- One year
- 40 hour work week

SELECTION CRITERIA/ELIGIBILITY

For the Internship Program, USAID welcomes applicants from disadvantaged, underrepresented, and/or underserved groups in Nepal because of caste (e.g., Dalits), disability, ethnicity (e.g., indigenous), gender identification (e.g., intersex, third gender, transgender), geographic origin (e.g., Madhesi, remote rural areas), religion (e.g., Muslims), and/or sexual orientation (e.g., lesbian, gay, bisexual), among other factors.